

IN THE UNITED STATES DISTRICT COURT  
FOR THE EASTERN DISTRICT OF PENNSYLVANIA

v. : CIVIL ACTION  
: NO.  
: Standard Management Track

**FINAL PRETRIAL ORDER**

AND NOW, this day of , ,

after holding a pretrial conference with the parties, IT IS ORDERED as follows:

1. All discovery is complete.
2. No further dispositive motions shall be filed.
3. On or before , counsel for each party shall serve upon counsel

for every other party:

(A) the original or a copy of each exhibit they expect to offer at trial in furtherance of their respective contentions. Each party shall mark their trial exhibits in advance of trial with an identifying letter of counsel's choice (i.e., P-9, P-2; D-1, D-2; (B) curriculum vitae for each expert witness expected to testify; and, (C) a specific designation of each discovery item, including specific lines of deposition testimony, answers to interrogatories, requests for admission, documents, photographs and the like, to be offered into evidence.

4. Pursuant to Local Civil Rule 16.1, adopted August 1, 1980 as amended, plaintiffs shall comply with Local Rule 16.1(d)1(a) and (b) and in addition shall submit to the Court (Chambers, Room 11614) the ORIGINAL AND ONE COPY of a proposed joint final pretrial order, including a comprehensive stipulation of uncontested facts, by , which shall comply fully and precisely with Sections (d)2(a) and (b) of Local Rule 16.1 and all

subsections thereof. When approved by the Court, the final pretrial order will supersede all previous pleadings, and control the action.

5. A FINAL PRETRIAL CONFERENCE SHALL BE HELD IN CHAMBERS  
(Room 11614) ON **Thursday**,

6. This case will be called for trial on **Monday**,

7. Any party having an objection to: (A) the admissibility of any exhibit based on authenticity; (B) the adequacy of the qualifications of an expert witness expected to testify; or (C) the admissibility for any reason (except relevancy) of any item of evidence expected to be offered; shall set forth separately each such objection, clearly and concisely, in a special section of the proposed final pretrial order. Such objection shall describe with particularity the ground and the authority for the objection. Unless the Court concludes at trial that manifest injustice will result, the Court can be expected to overrule any objection offered at trial in respect to any matter covered by Paragraph 3(A), (B), and/or (C) above, if the Court concludes that the objection should have been made as required by this Order.

8.(A) **No later than** \_\_\_\_\_, any party expecting to offer opinion testimony from lay witnesses pursuant to Federal Rule of Evidence 701 shall declare such intent a written offer of proof filed and served on all opposing parties (with a courtesy copy to Chambers). Such declaration must include at least the name of each such witness, the opinion to be offered, the basis for the opinion, and if not disclosed by prior discovery, the background, training, experience and contact with the facts of the case sufficient to lay a foundation for the opinion.

(B) Any party objecting to the admissibility of any proffered opinion, lay or expert, shall include an objection clearly and concisely in the proposed pretrial order. No party shall include any such objection on the basis that the expert opinion or lay opinion provided is vague, incomplete or ambiguous unless counsel for the objecting party has attempted to resolve such perceived failings with the offering party and certifies to that effort and the results in the written objection.

9. If any party desires an "offer of proof" as to any witness or exhibit expected to be offered, that party shall inquire of counsel prior to trial for such information. If the inquiring party is dissatisfied with any offer provided, such party shall file a motion seeking relief from the Court prior to trial. THE COURT WILL NOT INTERRUPT TRIAL PROCEEDINGS ON THE APPLICATION OF ANY PARTY FOR AN "OFFER OF PROOF."

10. Only the testimony of those witnesses and those exhibits, designated discovery items, and testimony of expert witnesses whose reports, depositions, and qualifications or lay opinion testimony have been furnished in the manner set forth in the Federal Rules of Civil Procedure and this Order, shall be considered by the Court for admission into evidence at trial, unless stipulated to by all affected parties and approved by the Court, or by Order of Court so as to avoid manifest injustice.

11. Presentation of testimony by all witnesses in person in the Courtroom is preferred and expected by the Court. A stipulation of counsel that deposition testimony may be used at trial is not binding on the Court. If any party expects to contend that a witness is unavailable at the time of trial as defined in Federal Rule of Civil Procedure 32(a)(3), and if the Court rules that deposition testimony may be used, the Court expects use of oral or videotape

depositions at trial of any such witness whose testimony a party believes essential to the presentation of that party's case, whether the witness is a party, a non-party or an expert. The unavailability of any such witness will not be a ground to delay the commencement or progress of an ongoing trial. In the event leave of Court is secured and an oral or video deposition is to be offered, the offering party shall deliver to Chambers (Room 11614) prior to the commencement of the trial, TWO COPIES of the deposition transcript, together with that counsel's certification that all efforts have been made to resolve objections with other counsel. Unresolved objections shall be noted in the margin of the deposition page(s) where a Court ruling is necessary and a covering list of such objections supplied therewith.

12. At least two days before the trial date, each party shall submit proposed jury instructions IN DUPLICATE (ONE POINT PER PAGE) and proposed jury interrogatories IN DUPLICATE to the Court (Chambers, Room 11614). The original shall be filed with the Clerk of the Court. On the first day of trial, each party shall respond in writing to each other party's proposed jury instructions and jury interrogatories, IN DUPLICATE (ONE POINT PER PAGE). Supplemental proposed jury instructions may be submitted only for good cause and with the permission of the Court. Two copies of all submissions shall be made to Chambers (Room 11614). The original shall be filed with the Clerk.

13. Deposition transcripts for use at trial: Transcripts of all depositions in this case shall be submitted to chambers in hard copy and in WordPerfect 8.0 (or lower version) or ASCII format on 3.5" floppy disk no later than two days before the trial date.

Each deposition should be saved on a disk under the deponent's last name and the date of the deposition. For example, if it is Jane Smith's deposition from May 9, 1997, it should

be saved as “smith509.” The name given to each deposition on the disk should make the deposition readily identifiable to the user. Multiple depositions may be saved on the same disk and that procedure is encouraged.

The basic purpose of these disks is to allow me to search for and monitor the use of impeachment material when raised by counsel during cross examination of a party or witness. I will be searching the depositions on a lap top computer for specific pages using a combination of letters and the page number. Thus, I would prefer if the page numbers of the depositions on the disks be designated as “Page 4,” “PG 4,” “P 4,” or some other combination of letter(s) and page number.

If use of the page numbers is not possible, then the page breaks of the depositions on the disks must match the page breaks of the depositions in the hard copies. For example, if counsel refers to page 26 of a deposition in hard copy, that page should be page 26 in Word Perfect when I call up the deposition on the computer. You may have to re-format the deposition in order to achieve this result.

I recognize that you may have to obtain these disks from a court reporting service. If you encounter undue technical problems in obtaining these disks, please contact my chambers as soon as possible. The Court will expect counsel to comply with this order unless excused by the Court.

14. At the commencement of trial: (A) the Court shall be supplied by all parties with TWO COPIES of each trial exhibit in a ring binder tabbed by exhibit number, and TWO COPIES of a schedule of exhibits which shall briefly describe each exhibit; (B) each party shall present in the Courtroom for use by the jury and opposing counsel, eight ring binders tabbed by

exhibit number, containing copies of each trial exhibit. Photocopies of all trial exhibits which are photographs shall be placed in the appropriate ring binder. Counsel will be responsible to place the original exhibits admitted into evidence on the shelf of the lectern during the trial. At the conclusion of the trial, counsel shall retrieve all original exhibits and preserve them for post trial proceedings.

15. At least two days before the trial date, each party shall submit any special proposed voir dire questions they deem required by the circumstances of this particular case. The court will conduct a general voir dire and consider the proposed special questions of counsel at that time.

16. **EXTENSIONS OF TIME:** Any necessary application for extension of any time deadlines, change in conference(s) or trial date(s) set forth in this Order shall be made by written motion filed in conformity with Local Rule of Civil Procedure 7.1 and served no later than ten days prior to the date sought to be changed or extended. Any such motion shall include a factual verification of counsel or relevant party or witness showing good cause for the request and shall contain a statement of the position of all other parties as to the request.

17. If the parties wish a settlement conference, application should be made by letter to Courtroom Deputy Harry E. Grace who will arrange such conference.

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LOWELL A. REED, JR., S.J.

Form: (7/17/98)